

February 9, 2021

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS

****This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Financial Aid Specialist - Community Engagement

Department: Financial Aid

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): M-TH 10am - 7pm, Fri 8am - 4:30pm

Salary Schedule (Range): A-81

Background and Rationale (use back of form if additional space is needed): With the new funding formula, Mt. SAC inreach and outreach have increased their efforts.

This position will help not only increase financial aid applications, but also increase verification completion rate as well as assist families understanding the financial aid process better. This is a key Financial Aid processing FA applications, reviewing student files to determine Financial Aid eligibility for students.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-504000-211000-646000-2100 100 % Amount \$ 95,642.00

Account Number(s): _____ % Amount \$ -----A-81-----

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

Jenny Phu 2/1/2021
1. Requesting Manager Signature Date

Andrew Stamatidis 2.17.21
2. Division Vice President Signature Date

Robert Phu 3/2/2021
3. AVR Fiscal Services Signature Date

Suehachong 3/8/2021
4. Human Resources Signature Date

Chun C. 3/9/21
5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: CA9296 Contract Number: _____

Comments: Position will be unfrosted per PC 02/09/2021

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin March 9, 2021
6. Signature of President/CEO Date

☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Erica Morales
Last day of employment: 2/21/2020 March 2020 Board
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year _____

☐ No Existing Job Description
(Attach Draft of New Job Description)

☒ Classified ☐ Confidential
☐ Supervisory ☐ Administrative

**For Temporary Special Project Administrators only

☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: _____

**MT SAN ANTONIO COLLEGE
FY 2020-21 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
Adopted Budget FY 20-21																
CA9296	1.000	A	081	Step 3	12	Financial Aid Specialist - Community Engagement	11000	504000	211000	646000	2100	100.00%	60,264	35,378	95,642	<i>No Funding. It is on the Frost list.</i>

Notes:

This is a budget scenario and cannot be used to process Change of Status or Request to Fill. Funding has yet to be verified. For official projection, please contact Christine Lam.

Budget for the vacant/new position starts at step 3, with step increases each year thereafter.

Budget does not include increases for COLA, employer rates (CalPERS and other), and Health and Welfare allocation increases.